

PENTAGON RENOVATION PROGRAM

03 JAN 2001

REVISED MODULAR OFFICE COMPLEX (MOC) PARKING POLICY No. 99-19a

OPR: ADMINISTRATIVE MANAGEMENT SUPPORT GROUP

1.0 References. This policy is published in accordance with Federal Property Management Regulation (FPMR) 41 CFR; Uniform Federal Accessibility Standards, 1 April 1988; and the Pentagon Parking Program Administration Instruction (AI) # 88, 26 June 1989, as amended.

2.0 Purpose. This policy provides instructions for the management and enforcement of vehicle registration and parking on the Pentagon Renovation Program Office (PENREN) Modular Office Complex (MOC).

3.0 Applicability. This policy applies to all personnel assigned to, or employed by, the host and tenant activities within the PENREN MOC. It also applies to contractor employees and other Federal employees assigned space within the compound on a permanent and/or long-term basis.

4.0 Definitions.

A. Application DD Form 1199. Pentagon Reservation Parking Permit Application, which is used for authorizing privately owned vehicles access to park in Pentagon parking spaces. A sample is at enclosure 1.

B. PENREN MOC Parking Placard. The controlled color-coded parking placard for authorized government and privately owned vehicles to park within the gated MOC. These placards will be renewed annually in April.

(1) Gray- Permanent executive parking within the MOC

(2) Blue • Permanent parking within the MOC

(3) Red- Permanent carp001 parking within the MOC

(4) White- Permanent handicapped parking within the MOC

(5) Various Colors- Visitors' parking outside the MOC in lanes G 61 through 63 and/or within the MOC

C . "G" Row Parking in lanes G 61 through 63 is available for PENREN staff working in any of our off-site/field locations, e.g., Remote Delivery Facility (RDF), Wedge One, Ancillary Projects, Metro Entrance Facility (MEF), etc. These placards are valid from date of issue through the end of each calendar year and renewed annually.

- D. The East Loading Dock (ELD) parking is available for PENREN staff working within that compound area at the ELD. These placards are valid from date of issue to the end of the calendar year and renewed annually.
- E. The “Lot 6” (or otherwise called “Park”) parking is available for PENREN staff working the Wedge One project and working within the Wedge One trailer. These placards are valid from date of issue through the end of the calendar year and renewed annually.

5.0 Policy.

- A. Parking. Individuals authorized MOC parking will honor all parking restrictions as specified in this policy.
 - (1) Parking space are available on a first come first serve basis with the following exceptions:
 - a. Handicapped parking spaces
 - b . Spaces reserved for Government Vehicles
 - c. Visitor’s Parking Spaces
 - (2) If spaces are not available within the compound, overflow is allowed to park in “G” parking in lanes 6 1 through 63.
 - (3) As prescribed by WHS policy, any unauthorized vehicles parked within the MOC are subject to towing at the owner’s expense. Same day recovery by the owner is \$60.00 cash or \$65.00 when remittance is made with a major credit card.
 - (4) As prescribed by WHS policy, any authorized vehicles illegally parked in a reserved space, such as those designated for handicapped, fire lanes, loading zones, government vehicles, and/or on a seeded area are subject to towing at their own expense. Same day recovery by the owner is \$60.00 cash or \$65.00 when remittance is made with a major credit card.
- B. Vehicle Registration. All privately-owned vehicles authorized to park within the MOC will be registered with the Logistics Support IPT and will display the MOC color-coded placard in the windshield or on the dashboard at all times while parked within the MOC. All government-owned or government-leased vehicles will be registered with the Pentagon Parking Office, located in the Pentagon, Room 2E165A (located on the concourse), as well as with the Logistics Support IPT.

6.0 Priority of Assignment. MOC parking spaces within the MOC will be allocated in the following order of priority:

- A. Handicapped (must have handicapped permit, as outlined in AI # 88;
- B . Government-owned, and/or leased vehicles;

- C. Car-pools (comprised of four members, all of whom work in the MOC);
- D. Executives and Support Staff
- E. Personnel working within the MOC Compound, space available and on a first come, first serve basis;
- F. Special Circumstances (which may be issued on a temporary basis).

7.0 Procedures. The procedures that constitute the MOC Parking Plan are in enclosure 2.

8.0 Annual Review and Renewal. This parking policy will be reviewed annually or as needed. Adjustments to and reassignment and/or reallocation of parking spaces within the MOC will be made in accordance with the results of analysis of the annual review.

9.0 Enforcement. Primary enforcement of this policy will be accomplished by the Defense Protective Service's (DPS). Patrolling of and towing vehicles from the MOC is a DPS responsibility.


Walker Lee Evey
Program Manager

Enclosures
As stated

TYPE PERMIT							
A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D
E	E	E	E	E	E	E	E
F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J
K	K	K	K	K	K	K	K
L	L	L	L	L	L	L	L
M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N
O	O	O	O	O	O	O	O
P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R
S	S	S	S	S	S	S	S
T	T	T	T	T	T	T	T
U	U	U	U	U	U	U	U
V	V	V	V	V	V	V	V
W	W	W	W	W	W	W	W
X	X	X	X	X	X	X	X
Y	Y	Y	Y	Y	Y	Y	Y
Z	Z	Z	Z	Z	Z	Z	Z

DIV.
A A A A A A
B B B B B E
C C C C C C
D D D D D C
E E E E E E
F F F F F F
G G G G G C
H H H H H F
I I I I I I
J J J J J .
K K K K K C
L L L L L L
M M M M M A
N N N N N A
O O O O O C
P P P P P F
Q Q Q Q Q C
R R R R R F
S S S S S E
T T T T T T
U U U U U L
V V V V V V
W W W W W V
X X X X X X
Y Y Y Y Y Y
Z Z Z Z Z Z
0 0 0 0 0 0
- 1 1 1 1 1 1
2 2 2 2 2 2
3 3 3 3 3 3
4 4 4 4 4 4
5 5 5 5 5 5
6 6 6 6 6 6
7 7 7 7 7 1
8 6 0 6 0 6
9 9 9 9 9 9

ROOM							
A	A	A	A	A	A	C	
B	B	B	B	B	B	S	
C	C	C	C	C	C	C	
D	D	D	D	D	D	D	
E	E	E	E	E	E	E	
F	F	F	F	F	F	F	
G	G	G	G	G	G	C	
H	H	H	H	H	H	H	
I	I	I	I	I	I	I	
J	J	J	J	J	J	J	
K	K	K	K	K	K	K	
L	L	L	L	L	L	L	
M	M	M	M	M	M	N	
N	N	N	N	N	N	N	
O	O	O	O	O	O	C	
P	P	P	P	P	P	P	
Q	Q	Q	Q	Q	Q	Q	
R	R	R	R	R	R	R	
S	S	S	S	S	S	S	
T	T	T	T	T	T	T	
U	U	U	U	U	U	U	
V	V	V	V	V	V	V	
W	W	W	W	W	W	W	
X	X	X	X	X	X	X	
Y	Y	Y	Y	Y	Y	Y	
Z	Z	Z	Z	Z	Z	Z	
0	0	0	0	0	0	0	
1	1	1	1	1	1	1	
2	2	2	2	2	2	2	
3	3	3	3	3	3	3	
4	4	4	4	4	4	4	
5	5	5	5	5	5	5	
6	6	6	6	6	6	6	
7	7	7	7	7	7	7	
8	8	8	8	8	8	8	
9	9	9	9	9	9	9	

HOME ZIP CODE									
0	0	0	0	0		0	0	0	0
1	1	1	1	1		1	1	1	1
2	2	2	2	2		2	2	2	2
3	3	3	3	3		3	3	3	3
4	4	4	4	4		4	4	4	4
5	5	5	5	5		5	5	5	5
6	6	6	6	6		6	6	6	6
7	7	7	7	7		7	7	7	7
8	8	8	8	8		8	8	8	8
9	9	9	9	9		9	9	9	9

CAR POOLS	
2M	PRINCIPAL MEMBER?
3M	
4M	
VP	

WORK PHONE											
			-			-					
0	0	0		0	0	0		0	0	0	0
1	1	1		1	1	1		1	1	1	1
2	2	2		2	2	2		2	2	2	2
3	3	3		3	3	3		3	3	3	3
4	4	4		4	4	4		4	4	4	4
5	5	5		5	5	5		5	5	6	5
6	6	6		6	6	6		6	6	6	6
7	7	7		7	7	7		7	7	7	7
8	8	8		8	6	8		6	6	0	6
9	9	9	9	9		9		9	9	9	9

PRIVACY ACT STATEMENT OF DD FORM 1199

AUTHORITY: Washington Headquarters Services; authority, 40 U.S.C. 2726; Authority to Operate and Maintain the Pentagon Reservation, E.O. 9397; Numbering System for Federal Accounts Relating to Individual Person

PRINCIPAL PURPOSE: To obtain information required to adequately manage parking program. To assign parking permits to eligible military and civilian personnel and to maintain a record of such assignments.

ROUTINE USES: None

DISCLOSURE: Voluntary, however, failure to provide information may result in denial of application for parking permit.

PARTAINS TO CAR POOL: I certify that I actively participate as a member of a reserved car pool. I understand that active participation means that I ride to and from work as a member of the car pool except when on leave or other situations that would preclude travel on any given day, for a distance of at least five miles. Further, I understand that administrative action will be taken to revoke my parking privilege for falsifying my participation.

Signature of Principal Member

Date

Signature of Applicant

Date

TYPE

ISSUE

NEW

REP

DUP

TYPE

TRANS

SPEC

DIS

EXC

KEY CARD

0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

LOT

0
1
2
3
4
5
6
7
8
9

COMPOUND

0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

PERMIT NO.

0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9

EXPIRATION DATE

JAN		YEAR			
FEB					
MAR		0	0	0	0
APR		1	1	1	1
MAY		2	2	2	2
JUN		3	3	3	3
JUL		4	4	4	4
AUG		5	5	5	5
SEP		6	6	6	6
OCT		7	7	7	7
NOV		8	8	8	8
DEC		9	9	9	9

PROCESSOR INITIALS

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

Signature of APR

Date

Any changes, additions, deletions, must be accomplished within 10 working days.

Modular Office Complex
Parking Plan

The procedures contained herein are established to equitably apportion and control the available parking spaces within the MOC in accordance with Washington Headquarters Services' policies and procedures. The information is organized as follows:

- A. Allocation of Vehicle Parking. 2 - 1
- B. Permit Holder's Responsibilities.. . . . 2-2
- C. Annual Review and Renewal.. . . . 2-3
- D. Location of Parking Spaces.. . . . 2-4
- E. Enforcement of Parking Regulations.. . . . 2-5

A. ALLOCATION OF VEHICLE PARKING.

1.0 Priority of Assignment. MOC parking permits within the MOC will be allocated in the following order of priority:

- a. Handicapped. There are 3 handicapped spaces within the MOC. Permits will be issued to those employees who qualify for a handicapped permit, IAW WHS AI # 88. They may be issued on a temporary basis.
- b. Government-owned and/or leased vehicles. A total of 10 permits will be issued for government-owned and/or leased vehicles, which remain parked overnight on the MOC.
- c. Car-pool. A total of 6 permits will be issued for car-pools comprised of three or more employees, all of whom work within the MOC.
- d. Executives and Support Staff. There are eight unreserved parking permits to be distributed by each executive at his/her discretion.
- e. Personnel working within the MOC compound will be issued one parking permit for unreserved parking within the MOC.

A. PROCEDURE FOR TURN IN OF THE MOC PLACARD.

When an individual's parking status has changed (i.e. a change in duty station has occurred and he/she is no longer working within the MOC) and/or an individual no longer is employed with the activities located within the MOC, the individual will return the issued placard to the Logistics Support IPT POC within two (2) days of change in duty station or before and not later than the individual's last day of work.

B. ANNUAL REVIEW AND RENEWAL.

This parking policy will be reviewed annually. Adjustments to and reassignment and/or reallocation of parking spaces within the MOC will be made in accordance with the results of analysis of the annual review.

INSERT MOC PARKING SPACES MAP HERE

TABLE OF ADVERSE ADMINISTRATIVE ACTIONS FOR PARKING OFFENSES

Type of Offense

1. More than one violation notice in a calendar year
2. Failure to pay or satisfy Judicial requirements arising from violation notices received at Government facilities. Having a warrant issued for failure to respond to a violation notice or notices shall be sufficient evidence of the offense, even if a fine was paid or sentence served when warrant was presented.
3. Unauthorized use of parking permits. Examples include, but are not limited to, use of lost, damaged or stolen permits, improper transfer or loan of permits; i.e., to an individual who is not a registered member of the car pool or of permits that have expired or have been declared invalid by the CPO Office.
4. Reproducing, altering, and/or counterfeiting Pentagon parking permits, or possessing such permits.

Adverse Actions

Depending on the number of occurrences, adverse administrative actions shall range from letters of warning through command channels to notice of permanent revocation of Pentagon parking privileges through command channels. Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through command channels.

Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through the command channels.

Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through Agency administrative channels.

5. Using false information to obtain a Pentagon parking permit. Examples are registering as a car pool member or registering in more than one car pool at the same time.

6. Failure to keep car pool information current.

Revocation of Pentagon parking privileges ranging from a period of not less than 6 months to an indefinite period. Notification of revocation shall be forwarded through command channels.

Revocation of Pentagon parking Privileges ranging from a period of not less than 6 months to an indefinite period. Notification of the revocation shall be forwarded through command channels.